

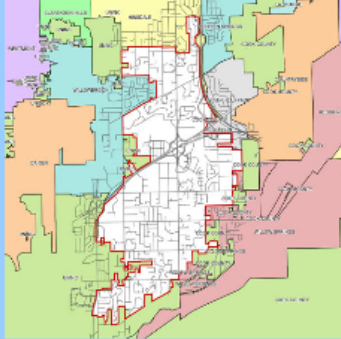
# Ash Tree Map User Guide

Welcome to the Village of Burr Ridge GIS Interactive Map! If you are unfamiliar with Geographic Information Systems or have never used an interactive map before, it may appear daunting at first, but you will be finding your way around in no time. If you are already familiar with the basics, you may want to skip down a few pages to read up on how to query and buffer with the map. This map product works best with Internet Explorer.

## Log In Procedure

If you are a Village staff member, the User Name is the same as your Windows log in name, and the password is the last 4 digits of your Social Security number. If you are a Burr Ridge resident, select "Public Access" and agree to the terms of use. To log into the Ash Tree Status public site, click on the link and the site will be automatically directed to you.

### Welcome to the Village of Burr Ridge Geographic Information System





**NOTICE/DISCLAIMER**

This Internet map service uses high-resolution graphics and is designed for viewing over broadband internet connections. Please be patient, as map images may take a while to load. This site is best viewed with Internet Explorer 6.0+ and at a resolution of 1280 x 1040 or higher.

The information contained in the interactive map is for informational purposes only. The map layers, data, and aerial photography available for access via this website are provided "as-is" without warranty or any representation of accuracy, timeliness or completeness. This data should not be construed as a land survey, nor should it be used in legal descriptions. GIS data are dynamic and are in a constant state of maintenance, correction, and revision. Maps and data are updated as frequently as possible, but may not reflect recent changes. The layers within the interactive map could contain typographic, geographic or technical errors. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for the appropriateness for use rests solely on the user accessing this information. In no event shall the Village of Burr Ridge or its officers, agents or employees be held liable for any damages arising in any way from the use of the maps or data provided thereto.

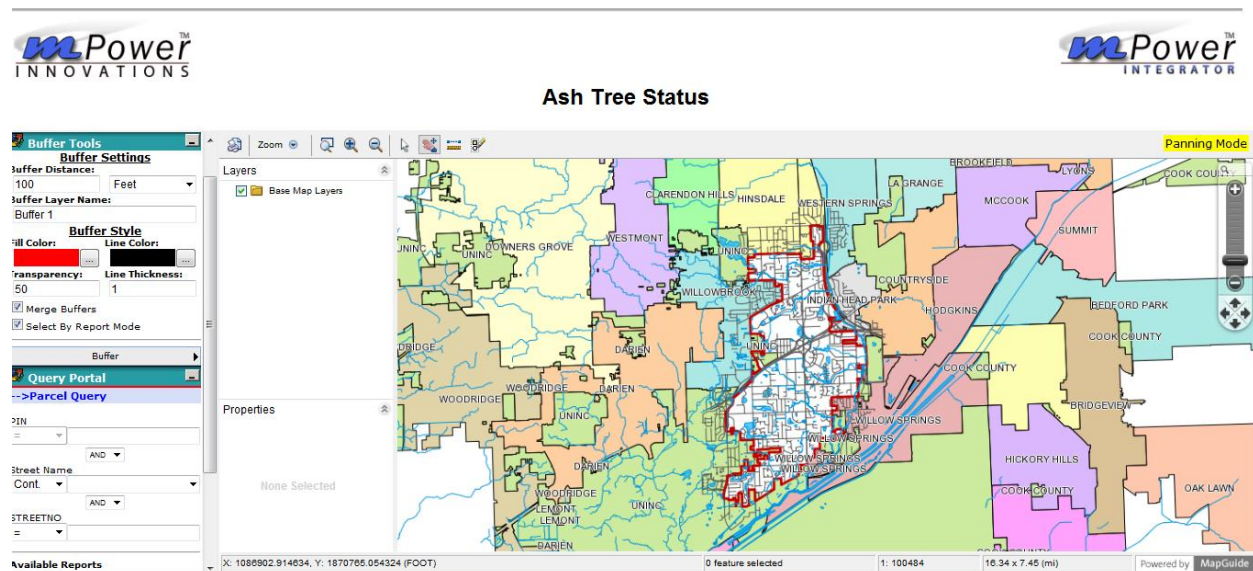
Please contact us if you have any questions, comments, suggestions, or to report any errors or omissions:

**Village of Burr Ridge  
Public Works Department  
451 Commerce Street  
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Hours of Operation: Monday through Friday, 7:00 a.m. to 3:00 p.m.  
[Email GIS Coordinator](#)

## Page Layout

When you first log in to the interactive map, you will see many different objects on the screen. There is the map space, a column of tools on the left side of the screen, boxes labeled “Layers” and “Properties” and a row of buttons just above the map space. All of these aspects play different roles in showing you the information you want to know.



## Buttons

Zoom Window: 

By clicking and dragging the mouse, you create a rectangle the map will zoom to

Zoom In: 

Zooms in to the point you click

Zoom Out: 

Zooms out from the point you click

Select: 

Use to select objects in the map to see their properties or create a report.  
Press the shift key to select more than one object

Pan: 

Use to move around the map

Measure: 

Pop-up box used to measure distances or areas in the map  
Can change units of measure  
Click Measure button to begin measuring. Left-click mouse and press Shift key to stop measuring.

Clear Selection: 

Unselects any objects currently selected in the map

#### Scale Bar:

Can zoom in or out of map by clicking + or – buttons or by moving slider bar

#### Pan Arrows

Click to move map to the north, south, east, or west

#### Print:

Click to open Print Controls box, where you select a print layout

#### Zoom Drop-down menu:

##### Previous View:

If you have zoomed in or out more than once, this button will zoom you to the previous view

##### Next View:

If you have used the Previous View button, this will take you to the next view

##### Initial Map View:

Reverts map back to original view

#### Extra Buttons (Right-click the mouse in the map space)

##### Select More Drop-down menu:

##### Select Radius:

When you select this option, you must then choose the place in the map where you would like to select objects, click in the center, and then drag the mouse until a circle of your desired size appears. It will select the objects within that area.

##### Select Polygon:

Similar to Select Radius, but you draw a polygon around the objects you want to select, hit control and left-click the mouse when you have your polygon, and everything inside it will be selected.

##### Select Within:

Creates a circle and selects everything within it, like Select Radius.

##### Refresh Map:

Refreshes map space.

### Layer Box

This box shows all the layers in the map that you can turn on and off. Parcels with address labels are scale dependent, as are untreated ash trees, ash trees that will be treated, and all public trees. They will appear when the map is zoomed in to a scale less than 1:2,500.

### Properties Box

Displays attributes of selected objects (species, condition, and diameter).

### Bottom Row

Latitude/Longitude: X: 416888.338475, Y: 4614453.927949 (METER)

Displays the global coordinates where the mouse is currently hovering

Scale: 1: 96718.41

Displays the scale the map is zoomed into

Area of current view: 13.04 x 9.81 (mi)

Displays the length and width of the current view, dependent on the scale

### Tools

On the left-hand side of the screen is a column of tools that allow you to see information that is not displayed in the map space. You can access information embedded in the map layers and in external databases, create a buffer, and see where the map space is in the context of the entire Village.

### Overview Map

This box shows the area you have zoomed to in the context of the entire map.

### Auto-Reporting

This tool gives you several means of finding quick information without having to run a query.

### Buffer Tools

You can create a buffer layer from an object you have selected.

### Query Portal

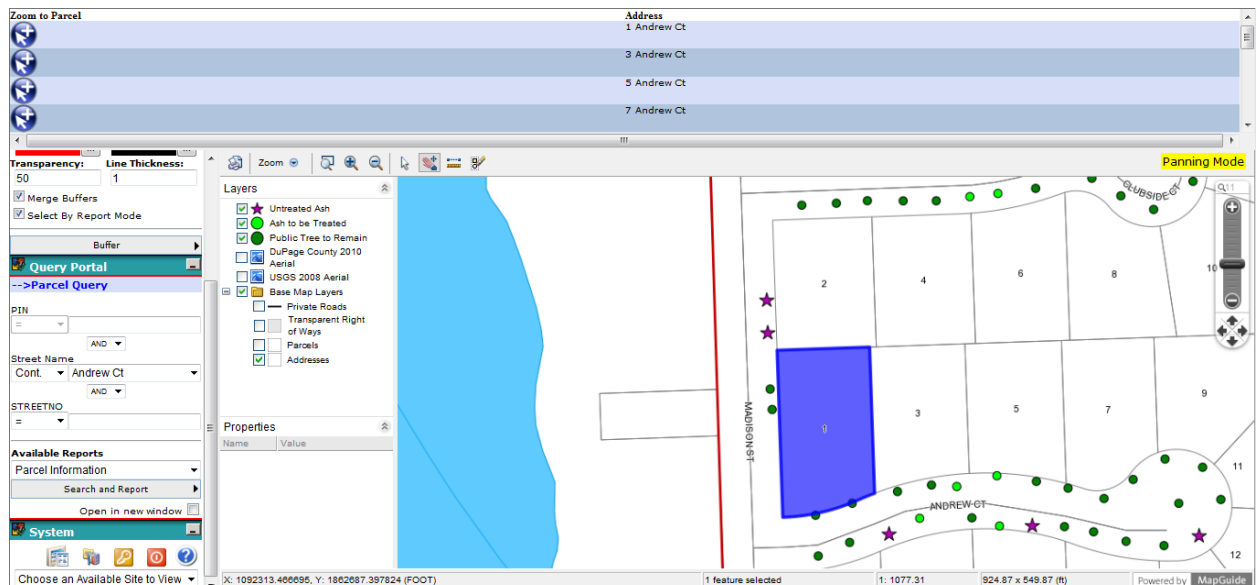
You can get information about untreated ash trees which is outputted as a report.

## Gathering Information

There are several ways to look up information on the interactive site.

### Queries

On the ash tree interactive map, the parcel layer is linked to an external database, and the Parcel Query is a way of culling data from that database. The Parcel Query has been built so you can search for information without zooming to its spatial location by hand. To use the Parcel Query, click on it in the Query Portal, and then enter your known information. You can enter your parcel identification number or street number and address, but you do not need to enter both. Click “Search and Report” and the parcel locations appear as a report at the top of the map space. The report has blue zoom buttons on the far left column of the results. Clicking one of these buttons will take you to that entry in the map.

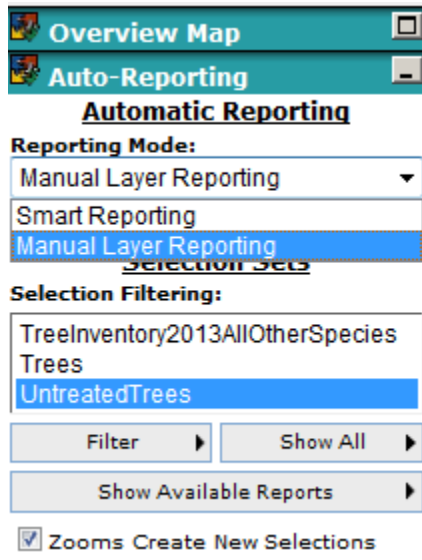


### Manual Layer Reporting

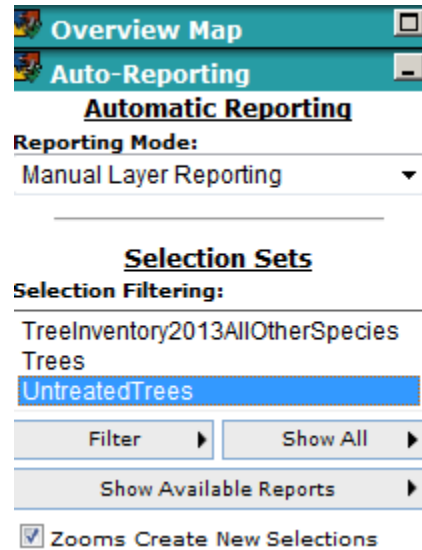
You can use Manual Layer Reporting to view the reason your ash tree will not be treated. Whereas queries search for information in external databases, Manual Layer Reporting gives you the

information stored within the geospatial layer. To access Manual Layer Reporting, click on the Auto-Reporting tool. Choose Manual Layer Reporting from the Reporting Mode drop-down menu. The Selection Sets box lists all the layers you can select in the map. Choose “UntreatedTrees” and then select the purple star of interest in the map. The information appears in the Properties box, located below the layer box. It is defaulted that all the layers are pre-selected, so if you want to select an object that overlaps another layer, you must first choose the layer in Manual Layer Reporting.

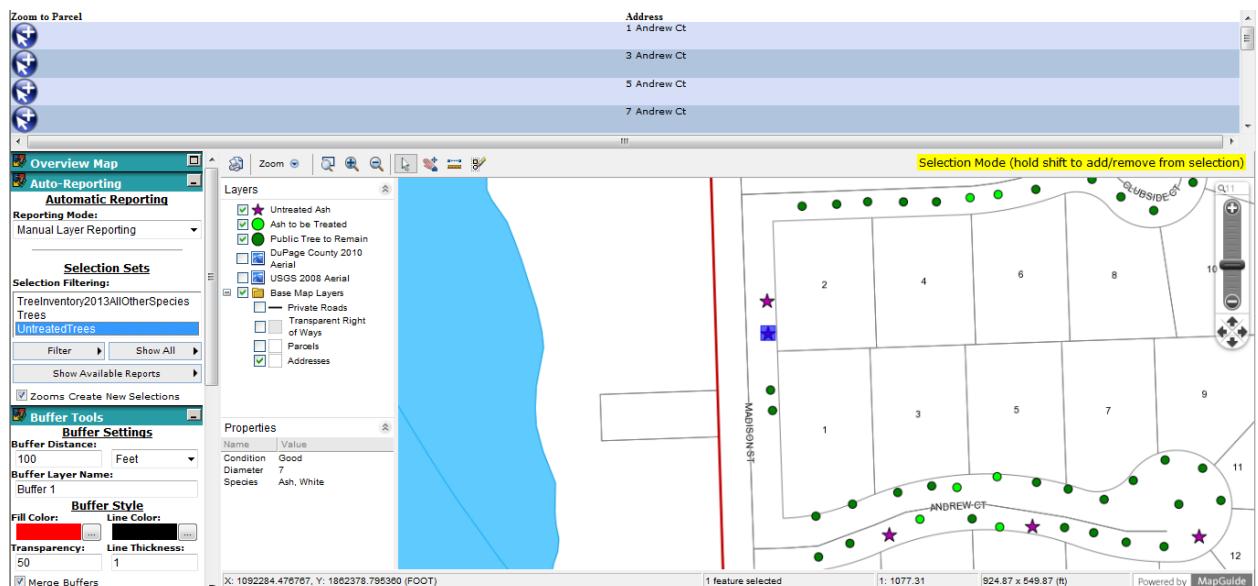
1. Select Manual Layer Reporting



2. Choose a layer



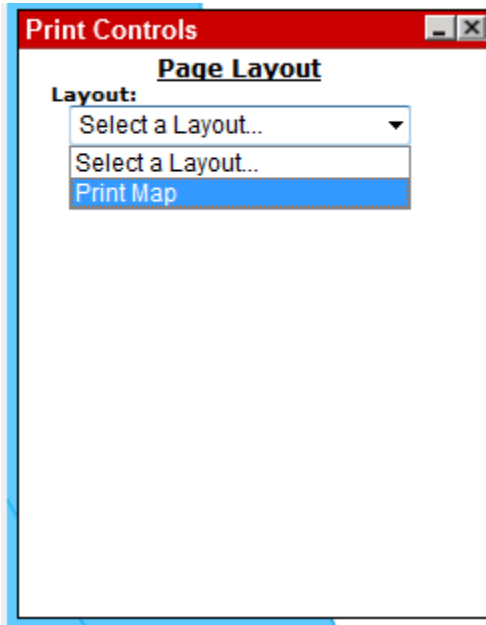
3. Select an object from that layer in the map. Attribute information appears in the Properties box.



Print Settings

To print, hit the print button and select a page layout (there should be only one option). Change the title if you like, and the scale and resolution (dpi). Click Print. The map will be exported as a PDF and should have a title, legend, and scale bar.

1.



2.

